

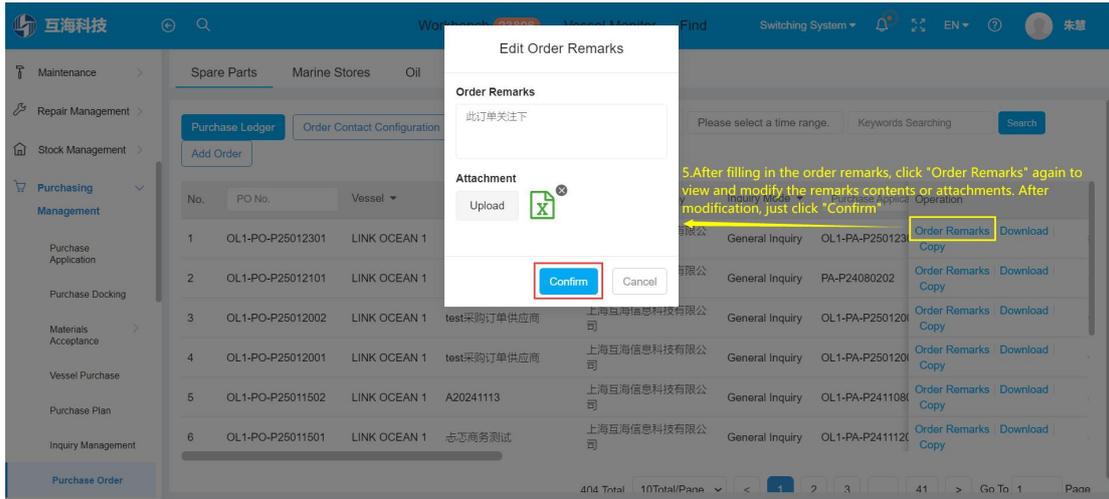
How to add order remarks on the web side (Document)

Users log in to the OLISS website and click "Purchasing Management→Purchase Order" to enter the purchase order interface. In this interface, they can find the target documents through the filter bar or keywords, click "Order Remarks" on the right side of the target document, fill in the remarks, upload the attachments as needed, and finally click "Confirm".

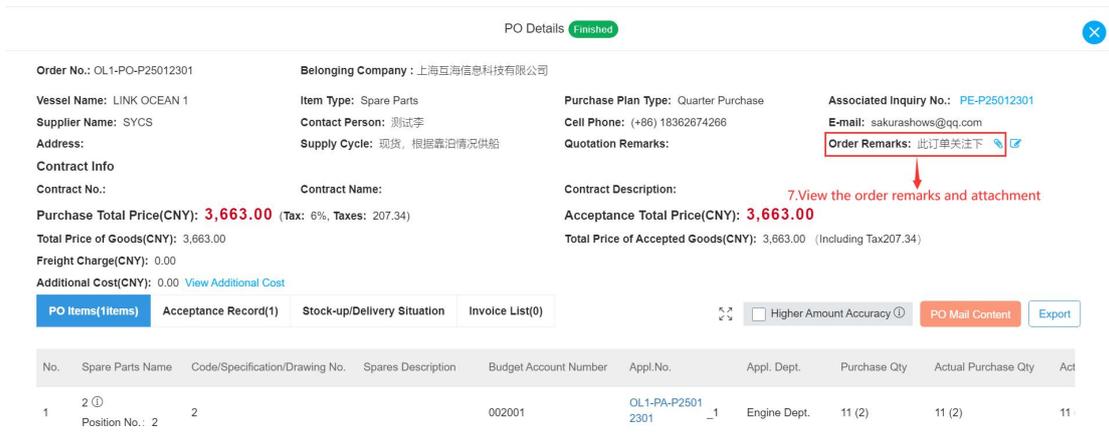
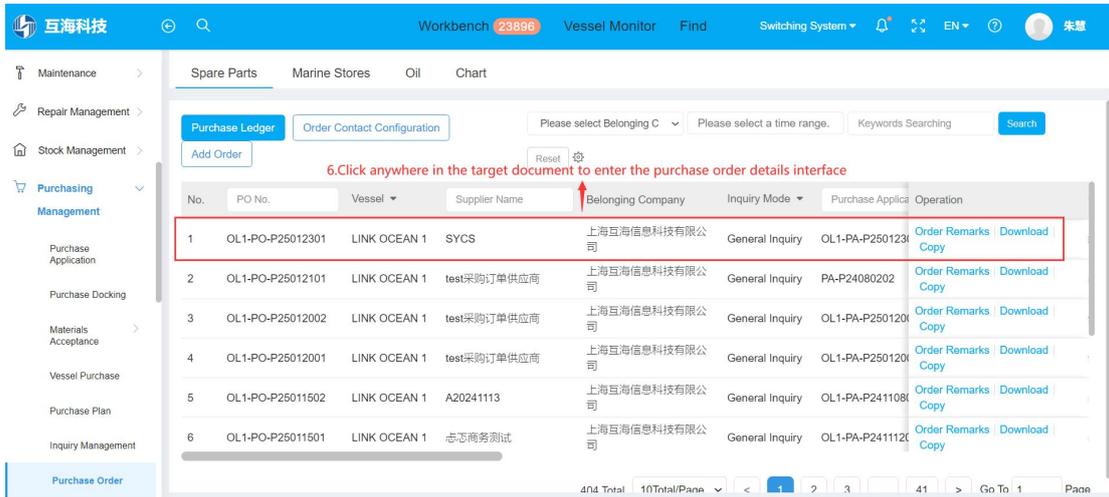
The screenshot shows the OLISS web interface. The left sidebar has a menu with 'Purchase Order' highlighted. The main area displays a table of purchase orders with columns: No., PO No., Vessel, Supplier Name, Belonging Company, Inquiry Mode, Purchase Application, and Operation. The 'Operation' column contains 'Order Remarks' and 'Download' links. Red annotations include: '1. Click to enter the purchase order interface' pointing to the 'Purchase Order' menu item; '2. Find the target documents through the filter bar or keywords' pointing to the search and filter options at the top; and '3. Click "Order Remarks" on the right side of the target document' pointing to the 'Order Remarks' link in the first row of the table.

The screenshot shows the 'Add Order Remarks' dialog box overlaid on the purchase order table. The dialog box has a title 'Add Order Remarks' and contains two main sections: 'Order Remarks' with a text input field, and 'Attachment' with an 'Upload' button. At the bottom of the dialog are 'Confirm' and 'Cancel' buttons. A yellow arrow points to the 'Confirm' button. A yellow annotation reads: '4. Fill in the remarks, upload the attachments as needed, and finally click "Confirm"'. The background table is dimmed.

After filling in the order remarks, click "Order Remarks" again to view and modify the remarks contents or attachments. After modification, just click "Confirm".



You can also click anywhere in the target document to enter the purchase order details interface, view the order remarks and attachment, and click the right edit button to modify the remarks or attachments. After modification, click "Confirm".



PO Details

Order No.: OL1-PO-P25012301 Belonging Company: 上海

Vessel Name: LINK OCEAN 1 Item Type: Spare Parts

Supplier Name: SYCS Contact Person: 测试李

Address: Supply Cycle: 现货, 根据

Contract Info

Contract No.: Contract Name:

Purchase Total Price(CNY): **3,663.00** (Tax: 6%, Taxes: 207.34)

Total Price of Goods(CNY): 3,663.00

Freight Charge(CNY): 0.00

Additional Cost(CNY): 0.00 [View Additional Cost](#)

PO Items(1Items) Acceptance Record(1) Stock-up/Delivery Situation Invoice History

Price(CNY): **3,663.00** Total Price of Goods(CNY): 3,663.00 (Including Tax207.34)

Order Remarks: 此订单关注下 

Click the right edit button to modify the remarks or attachments.
After modification, click Confirm.

Order Remarks

此订单关注下

Attachment

Upload 

Confirm Cancel

| No. | Spare Parts Name | Code/Specification/Drawing No. | Spares Description | Budget Account Number | Appl.No. | Appl. Dept. | Purchase Qty | Actual Purchase Qty | Act |
|-----|--|--------------------------------|--------------------|-----------------------|----------------------|--------------|--------------|---------------------|-----|
| 1 | 2  Position No.: 2 | 2 | | 002001 | OL1-PA-P2501 2301 | Engine Dept. | 11 (2) | 11 (2) | 11 |